



JOB DESCRIPTION

Job Title: Finance Assistant

Department: Business Support

JOB PURPOSE

As Finance Assistant, you will demonstrate a sound value base and be the key person in processing the day-to-day financial information for the organisation and the corporate appointee registered people we support, always complying with current legislation.

Working as part of the Business Support team, you will provide a high-quality service, helping the organisation achieve its strategic aims and objectives, which in turn supports positive outcomes for the people we support.

ORGANISATIONAL POSITION

The Finance Assistant reports to the Business Support Manager

MAIN DUTIES/RESPONSIBILITIES

Responsibilities include but are not restricted to:

a) Payroll

- Collate, check, calculate and submit all the hours worked and expenses for the payroll, working with SCVO to ensure an accurate payroll is delivered for the organisation each month
- First point of contact for payroll queries from employees or external agencies
- Submit the pension scheme submissions each month within the legal deadline
- Ensure any attachment of earnings are processed and paid each month in a timely manner
- Ensure all the payroll information is filed and stored correctly
- Completion of any ONS submissions relating to payroll

b) Accounting

- Customer Ledger
 - Raising invoices/credit notes for the chargeable support hours every four weeks
 - Reconciling SBC support hours spreadsheet
 - Ensure any rechargeable costs are invoiced
 - First point of contact for customer queries
- Supplier Ledger
 - Registration of supplier invoices/credit notes into Excel/Sage
 - Ensuring invoices/credit notes are correctly authorised

- Purchase order processing
- Supplier statement reconciliations
- First point of contact for supplier queries
- Cashbooks
 - Inputting of bank transactions into Sage
 - Depositing cheques/cash into the bank
 - Withdrawing cash funds from the bank
 - Bank reconciliations including company credit card
 - Authorisation of Business Internet Banking payments
 - Electronic transfer of funds
 - Organising the petty cash floats
- Nominal Ledger
 - Reconciliation of people-we-support nominal account (1106)

c) People We Support (Corporate Appointee)

- Processing budget withdrawals of cash
- Ensuring all withdrawal of funds are authorised and recorded in Sage
- Production and circulation of monthly client statements
- Electronic transfer of funds from Clients bank a/c to the Current bank a/c
- Weekly transfer of benefit payments to external bank accounts

d) Other Duties

- Regular submission of gas/electric readings from sites
- Updating of Post File and by-monthly circulation to managers
- Monitoring of all relevant email in-boxes and actioning if required
- Assisting in the annual financial audit of the organisation
- Answering the telephone
- Providing cover for other areas of Business Support when needed

ESSENTIAL SKILLS

- Payroll
- I.T. skills, including Sage and Office 365